



CITY OF WILMINGTON RACE/ORGANIZED WALK PERMIT GUIDE

Road races, walk-a-thons and cycling events are an important contributor to the quality of life for Wilmington and are a welcome activity in our community. For the purposes of this policy, a “race/organized walk” is defined as a public event held for recreational, cultural, entertainment or community-sustaining purposes.

The permit applies to bicycle races, foot races, organized walking, wheelchair racing, rollerblading, marathons, triathlons, and jogging events when any portion of the event occurs on a public street, trail, greenway, or sidewalk not held entirely within a New Hanover County Park or on privately maintained property or roads.

The objective of the event shall fit one of the following criteria: provide a significant social/community or economic benefit, promote tourism and vitality, or be a significant fundraising event.

The City of Wilmington utilizes the following criteria when evaluating races and walk-a-thons:

- The nature of the event and how it can serve the City of Wilmington
- The dates and times during which the event will occur
- Whether the location will inhibit the safe flow of vehicular and pedestrian traffic
- Whether the activities are in compliance with other laws
- The impact of the event on the City’s services
- The frequency of the event or similar events

In order to use public facilities including streets, trails, greenways or sidewalks, a permit must be obtained and the guidelines in this document followed.

Applications must be received no later than 60 days preceding the event.

APPLICATION PROCESS

The following process to obtain a permit should be followed:

1. Thoroughly complete application and submit to the City of Wilmington Recreation and Downtown Services Division via the contact information below.
2. You will be contacted by the permit processor within 48 hours of receipt of the application.
3. The applicant will be informed if the application is incomplete and will be provided guidance on how to complete the application. Please be prompt in providing all pending documents that may be requested of you as part of the review process. Delays in providing these items will impact the ability to complete the review process and issue the permit.
4. The submittal of an application does not constitute a valid permit until all City Departments have approved the application.
5. Upon review, notification of approval or rejection will be provided. If the application is rejected, a written response will be provided. If approved, a permit will be issued.
6. Events that take place entirely within a New Hanover County Park may not be subject to this application process. The permit processor will inform you if a permit is required for your event when it takes place entirely in a New Hanover County Park.
7. Some events may require multiple permitting procedures. Additional permit applications, such as a park permit or noise permit may need to accompany this application. City staff will work with you to determine whether this is necessary and provide you with any additional paperwork you may need to submit.
8. Failure to adhere to approved and permitted plans and/or failure to submit any applicable fees or deposits may result in the revocation of permit and non-issuance of future permits.

PLEASE SUBMIT APPLICATIONS TO:

City of Wilmington
Recreation & Downtown Services Division
Attn: R.T. Jones
302 Willard Street
Wilmington, NC 28401
Email: rt.jones@wilmingtonnc.gov
Fax: 910-341-7854

If you need any assistance completing the application, please contact 910-341-0079

SITE PLAN

Applicants will be required to submit a site plan before being issued a permit. The site plan should clearly indicate where the various components of the event will be physically oriented.

TRAFFIC CONTROL PLAN

Where applicable, the applicant may be asked to provide a Traffic Control Plan to be reviewed by the City.

- For events with fewer than 100 people, a basic, written traffic control plan may be submitted.
- For events with more than 100 participants a more detailed plan will be required. The permit processor will describe the required elements.
- For events that propose to close major arterial roads or multilane roads, an engineered traffic control plan may be required.

You will be notified if your event will require a traffic control plan. The permit processor will provide detailed instructions on what is required as a part of your traffic control plan. Although every event is different, the following information is a general guideline of what may be required:

- The proposed route which includes a complete listing of the roads, sidewalks, waterways, and trails to be used. Include start and finish lines and indicate the direction in which the event will move.
- A routing plan, which demonstrates the roads or portions of roads requested to be closed to vehicular traffic during the event. Include a plan to resolve potential conflicts with people needing to access residences, businesses, and public facilities as well as a plan to address any public transportation that might be affected.
- Proposed locations for barricades, signs, meter bags, volunteers and police. Please note that volunteers will be required at any barricades that will not be manned by police officers. The City will work with you to determine which barricades will require police presence.
- The timeline of the closures. The City can assist you in determining this.
- Please be aware that a 15-foot wide emergency access lane is required throughout the event site. (In other words, no permanent or immovable structures may be erected on the route)
- Please be aware that pedestrian access must be maintained on public sidewalks throughout the route.

A meeting with City staff to assess the traffic control plan may be required. NCDOT will also be consulted where applicable. The City may require changes to the traffic control plan. The City and NCDOT have final authority over the traffic control plan. Failure to adhere to site and or traffic control plans as permitted may result in the revocation of permit and non-issuance of future permits.

SECURITY AND PUBLIC SAFETY

It is the event organizer's responsibility to provide security to ensure the safety and welfare of the event participants. If the City determines that security/safety escorts are needed for an event, that security must be coordinated through the Wilmington Police Department (WPD). They shall determine the appropriate number of off-duty and/or on duty officers. **The expense of providing off-duty officers for the event is the sole responsibility of the Event Organizer.** If during the permit review process it is determined that officers are required as escorts or to monitor street barricades, a WPD contact name and number will be provided.

The following items should be clearly indicated on the site plan (Appendix A of the application).

- An emergency vehicle access map into and out of the event
- Whether vendors are part of the event and where they will be stationed. If vendors are being planned, a fire inspection may be required.

If applicant has contracted with an EMS first responder and/or ambulance service, a copy of that contract shall be submitted with this application.

CLEAN-UP

The event organizer is responsible for making arrangements for litter and debris clean-up in the set up area and along the entire walk-race route and that the site is restored to its original condition. All litter should be disposed of off-site. **Cleanup-up activities must take place within the specified time determined by the City's Solid Waste Division. The specified time will be communicated to the applicant during the review process and will be appropriate to the conclusion and location of the event. Failure to complete clean-up within the specified time may result in forfeiture of clean-up deposit.**

A refundable clean-up deposit is required and shall be due at the time when the permit is issued. **Please refer to Appendix B of the application for the applicable amount.** Any clean-up costs incurred by the City of Wilmington, or if necessary, contractor's fees incurred by the City of Wilmington, due to the applicant's failure to clean and restore the site following event will be borne by the applicant, including but not limited to the retention of deposits.

Pavement markings must be made in chalk or with temporary, water-based pavement paint. A list of approved materials will be provided to the applicant upon request. **If the pavement markings do not come off within a month of the end of the event, the applicant will have to pay to have them removed.**

NOISE

Amplified sound is permitted provided that compliance with the City's noise ordinance is assured. **A copy of the ordinance will be provided upon request.** Event organizers should be sensitive to local business and residences when using sound equipment. The City reserves the right to limit sound amplification so that it will not unreasonably disturb non-participating persons surrounding the event. Complaints of loud, disturbing or unnecessary

noise can result in the immediate revocation of the permit by the City of Wilmington Police Department. Issuance of this race/organized walk permit does not absolve applicant from being subject to the City's noise ordinance.

TOILETS

It is the responsibility of the Event Organizer to provide adequate on-site toilets to address the needs of their event. Handicap accessible facilities must be provided. **Toilet facilities must be shown on site plan.**

NOTIFICATION

Notification of the event providing the time, date and names of all roads on the race route shall be made in a newspaper of general circulation via paid advertisement, or press release, or social media no later than seven days prior to the event and no sooner than twenty days prior to the scheduled event. City staff will work with the applicant to determine the method of notification required based upon the size and location of the event.

Applicants may be required to provide advisory signs, placed a minimum of seven days prior to the event, if the event requires a road closure that causes a major impact on business or residents.

Applicants may be required to provide leaflets, delivered a minimum of one week prior to the event, to impacted residents and businesses, providing the time, date and names of road closures.

INSURANCE

The applicant shall provide the City with a certificate of insurance that shows commercial general liability insurance with a total limit of not less than \$500,000 each occurrence and \$1,000,000 general aggregate for bodily injury and property damage for events with less than 100 participants and \$1,000,000 each occurrence and \$2,000,000 general aggregate for bodily injury and property damage for events with 100 participants or over. Commercial General Liability shall cover the liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract. The City of Wilmington, its officers, officials, agents and employees are to be covered as additional insureds by endorsement CG 20 26 or an endorsement providing equivalent coverage. A sample of how the insurance certificate should read is provided in **Appendix C of the application**

INDEMNITY

Applicants will be required to sign an agreement to release and indemnify the City of Wilmington, its officers, officials, agents and employees. Please refer to **Appendix D of the application**. Race participant releases shall include releasing the City, its officers, officials, agents and employees from and against all claims, demands and causes of action, in favor of

Permittee's employees or third parties on account of personal injuries or death or on account of property damages arising out of the Permittee's use of the premises and resulting from the acts and/or omissions of permittee. The provisions of this paragraph shall include indemnification of all losses, damages, awards and attorneys fees. Upon issuance of permit, a copy of the registration packet shall be provided to the City.

FEES

The nonrefundable permit application fee is payable upon submittal of the application. The traffic control review fee (if applicable) is payable upon approval. A per-participant fee is charged to help ensure a thriving transportation system that can continue to accommodate events. These fees will be directed to a special revenue fund and used solely for future construction and maintenance of streets, sidewalks and greenways in Wilmington. Participant fees are due within seven (7) days after the event. **Fees not received may result in the revocation of permit and non-issuance of future permits.**

The fees are listed in Appendix B of the application. Payment shall be made to the Recreation and Downtown Services Division, located at 302 Willard Street, Wilmington NC 28409 at Greenfield Lake.